



DEPARTMENT OF THE NAVY
COMMANDER NAVAL AIR FORCE
UNITED STATES PACIFIC FLEET
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COMNAVAIRPACINST 1730.1
N01C

APR 28 1998

COMNAVAIRPAC INSTRUCTION 1730.1

Subj: AIR WING CHAPLAIN DUTIES, RESPONSIBILITIES, AND UTILIZATION

Ref: (a) SECNAVINST 1730.7A
(b) OPNAVINST 1730.1C
(c) U.S. Navy Regulations, 1990
(d) SECNAVINST 1730.8
(e) SECNAVINST 7010.6
(f) CINCPACFLTINST 1730.1A/CINCLANTFLTINST 1730.1
(g) MILPERSMAN 5810100
(h) MILPERSMAN 5810110
(i) MILPERSMAN 5810150
(j) COMNAVAIRPACNOTE 1730
(k) SECNAVNOTE 1550

Encl: (1) Memorandum of Understanding between Commander, Naval Air Force, U.S. Pacific Fleet; Commander, Naval Base San Diego; Commander, Naval Base Seattle; and, Commander, Naval Forces Japan
(2) Assignments of the Air Wing Chaplain

1. **Purpose.** To establish policy, responsibilities, and guidance for operational commanders in the utilization of Air Wing Chaplains in providing for operational readiness, pastoral and spiritual care, and for the free exercise of religion of all assigned personnel as set forth in references (a) through (k).

2. **Background.** The Air Wing Chaplain billet was established to ensure the highest possible level of chaplain coverage and pastoral care for AIRWING units through the optimum utilization of chaplains. As specified in references (a), (b), and (c) commanders and commanding officers shall use all proper means to foster morale and to develop and strengthen the moral and spiritual well-being of personnel under their command; provide for the free exercise of religion of all members of the Navy, including family members and other authorized personnel by offering a Command Religious Program (CRP) responsive to their rights and needs. Chaplains, when assigned, will assist Wing Commanders in the development and administration of the CRP that will provide COMNAVAIRPACINST 1730.1 maximum and appropriate opportunities for personnel to exercise their religious preferences to the extent compatible with military necessity. To provide maximum chaplain coverage for AIRWING personnel, the Wing Chaplain will provide flight line ministry when ashore at a designated Naval Air Station, and deploy with the Carrier Air Wing staff during deployments. Reference (d) establishes policy for the accommodation of religious practice. Reference (e) provides guidance for the administration of Religious Offering Funds (ROF). Reference (f) delineates policy for religious ministries in Pacific and Atlantic Fleets. Reference (g) provides guidance for observance of the Sabbath. Reference (h) gives guidance for the observance of religious holy days. Reference (i) delineates the use of Lay Readers in religious services. Reference (j) provides guidance for quality

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ministry in AIRPAC commands. Reference (k) identifies goals, objectives, and support requirements for the professional development training courses for chaplains.

3. Administrative and operational duties of the air wing chaplain

a. The Air Wing Commander. In establishing the Air Wing Chaplain billet, the Wing Commander will:

(1) Provide fiscal and logistical support for the Wing Chaplain and the Command Religious Program per references (a) through (i).

(2) Position the Wing Chaplain as a principal staff officer directly under the Deputy Wing Commander. As a principal advisor to the commander on religious and moral matters, the Chaplain shall have direct access to the Wing Commander as set forth in article 1151.3 of reference (c).

(3) Per reference (b), the CRP shall be supported and managed as an integral and essential element of command administration, planning, programming, and budgeting activities. Ensure adequate fiscal and logistical support are provided. Ensure Wing Chaplain deploys with the staff.

(4) Make the necessary arrangement and accommodation for Wing Chaplain to join the wing staff during all deployments over two weeks or when advised.

(5) Write fitness report for the Wing Chaplain with inputs from the Command Chaplains on the carrier and the Naval Air Station.

(6) Provide opportunities for professional development and training as per reference (k).

(7) Ensure the wing chaplain is fully integrated into the ship's Command Religious Program whenever deployed.

b. The Force Chaplain. Perform administrative and supervisory responsibilities as delineated in references (a) and (i).

c. The Carrier Command Chaplain. As the professional supervisor of the Wing Chaplain during deployment, the Carrier Command Chaplain will:

(1) Ensure Air Wing Chaplain is fully integrated in the CRP.

(2) Develop a plan for the utilization of the Air Wing Chaplain with the concurrence of the Air Wing Commander.

(3) Provide professional supervision and training for the Wing Chaplain.

(4) Coordinate with the Wing Chaplain to provide optimum ministry to the Air Wing components.

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(5) Provide input to the Air Wing Commander for periodic Fitness Reports.

4. Air Wing Chaplain billet description. The Air Wing Chaplain will keep the commanding officer advised on all CRP matters within the command; administer the CRP to meet the needs of all assigned personnel and their eligible family members; ensure his/her continued participation in professional training and development; and implement CRP plans and programs using local operation and maintenance funds (OPTAR). Additionally, the Air Wing Chaplain when not deployed will be expected to assist the NAS Command Chaplain in ministering to Wing personnel and their family members, and when deployed will be expected to assist the Carrier Command Chaplain in the shipboard command Religious Program. Commands establishing an ROF will be responsible for the accounting and expenditures from these funds under reference (e). The Wing Chaplain shall report to the Deputy Air Wing Commander in matters related to the administration of the Chaplain's Office, and to the supervisory chaplain at the next higher echelon in the chain of command for professional guidance, i.e. Force Chaplain, COMNAVAIRPAC, Naval Air Station Command Chaplain and the Carrier Command Chaplain.

a. Ashore

(1) Air Wing Chaplains will report directly to the Wing Commander and/or the Officer in Charge of the detachment to which are assigned.

(2) Work cooperatively with the NAS Command Chaplain in providing a comprehensive flight line ministry.

(3) Advise the Wing Commander and Squadron Commanding Officers on all matters related to religion and religious ministries.

(4) Advise the Wing Commander and Squadron Commanding Officers on moral and ethical issues and provide input to programs which emphasize the Core Values of the Navy.

(5) Advise the Force Chaplain on ministry matters within the command which require the Force Chaplain's attention. Submit semiannual report as required.

(6) Provide preventive and enhancement training such as suicide awareness, premarital counseling, marital counseling, spiritual and personal growth retreats, etc.

(7) When applicable, participate in the NAS Command Religious Program.

(8) Identify religious needs within the flight line, plan, program and budget for requirements.

(9) Execute a proactive program of religious ministry.

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(10) Stand the area chaplain watchbill when not deployed.

b. Duties at sea. In addition to the general functions of chaplains as described in references (a), (b), (c) and (j), the Wing Chaplain shall perform the following duties while embarked on the carrier:

(1) Report directly to the Wing Commander and perform those responsibilities as directed by the commander.

(2) Report to the Carrier Command Chaplain and be totally involved in the ship's Command Religious Programs.


(3) Coordinate with the Carrier Command Chaplain in providing a comprehensive ministry to the wing components.

(4) Maintain liaison with squadrons' ombudsmen and local agencies to provide support and assistance for family members.

(5) Report to the Force Chaplain on all professional and religious matters pertaining to the chaplain. Submit Semiannual Chaplain Report to the Force Chaplain.

(6) Stand the Chaplain Watch when practicable and available.

5. Collateral Duties. Reference (a) and article 1063 of reference (c) lists guidelines on collateral duties for chaplains.


R. L. CASEY
Chief of Staff

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COMNAVAIRPAC (N004)

MEMORANDUM OF UNDERSTANDING
BETWEEN
COMMANDER, NAVAL AIR FORCE, U.S. PACIFIC FLEET
AND
COMMANDER, NAVAL BASE SAN DIEGO
AND
COMMANDER, NAVAL BASE SEATTLE
AND
COMMANDER, NAVAL FORCES JAPAN

1. Purpose. To provide a clear understanding of the working relationship and mutual support agreement between Commander, Naval Air Force U.S. Pacific Fleet and Commander, Naval Base San Diego and Commander, Naval Base Seattle and Commander, Naval Forces, Japan.

2. General. It is the intent of COMNAVAIRPAC to ensure the highest possible level of mutual support between the newly acquired Air Wing Chaplains, the carriers on which they will embark, and the Naval Air Stations where they will provide "flight line ministry" when not deployed. The Air Wing Chaplains have primary responsibilities to their Air Wing Commanders. However, because of the nature of pastoral and spiritual care, a mutual understanding and cooperation with other ashore and afloat Command Religious Program (CRP) is appropriate. To ensure flight line coverage at aviation shore commands, a wing chaplain has been assigned to each of the Naval Air Stations. The wing chaplain will deploy with their assigned air wing (refer to enclosure 2).

3. Specific working relationships.

a. Afloat. When embarked the Air Wing Chaplain will integrate the Air Wing religious program with the CRP of the carrier under the guidance of the Command Chaplain. Each will be mutually supportive of the other.

(1) Supervision. The carrier Command Chaplain will provide day to day professional supervision to the Air Wing Chaplain to include ongoing training opportunities. Additionally, it is anticipated that the Command Chaplain will provide input to the Air Wing Commander for periodic fitness reports.

Enclosure (1)

(2) Coordination. Specific Air Wing religious programs will be coordinated with ongoing shipboard programs. The goal is to provide one comprehensive command religious program for all deployed personnel.

(3) Counseling. While the Wing Chaplain is the primary point of contact for Wing personnel and ship's company chaplains for shipboard personnel, there will be by necessity some overlapping and mutual support based on availability.

(4) Other Responsibilities. The Air Wing Chaplain will be integrated into the general chaplain duties of the ship's Command Religious Program, i.e. evening prayer, worship services, watch standing, and other chaplain functions.

b. Ashore. When ashore at a Naval Air Station, the Wing Chaplain will integrate the Air Wing religious program with the station command religious program in cooperation with and under the guidance of the Station Command Chaplain. The primary focus of the Air Wing Chaplain will be to provide "flight line ministry." When the Air Wing Chaplain is deployed, Naval Air Station chaplains will maintain chaplain coverage to the flight line.


(1) Supervision. The NAS Command Chaplain will provide day to day professional supervision of the Air Wing Chaplain to include training opportunities. Additionally, it is anticipated that the NAS Command Chaplain will provide input to the Air Wing Commander for periodic fitness reports.

(2) Coordination. Air Wing religious program initiatives will be coordinated with the NAS Command religious program to ensure and encourage mutual support.


(3) Counseling. The Wing Chaplain is the primary point of contact for Wing personnel and NAS Chaplains for station personnel. However, by necessity and by the nature of pastoral care there will be some overlapping and need for mutual support based on availability.

(4) Other Responsibilities. The Air Wing Chaplain will be included in all NAS Command Religious Program activities which can be utilized by wing personnel and families, i.e. worship services, watch standing, training.

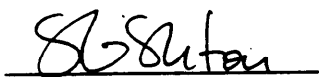
(5) Effective Date. 1 October 1997



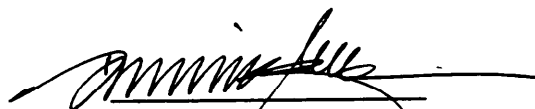
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| Carrier Air Wing | Ashore commands | UIC |
|------------------|-----------------|---|
| CVW-2 | Whidbey Island | CVW-2 Det UIC 55182 |
| CVW-9 | Lemoore | CVW-9 Staff UIC 09738 |
| CVW-11 | Fallon | CVW-11 Det UIC 41239 |
| CVW-5 | Atsugi | CVW-5 Staff UIC 09733 |
| CVW-14 | North Island | CVW-9 Det UIC 55188 Code the billet for CVW-14 |